



CAMEO COLLEGE OF ESSENTIAL BEAUTY CONSUMER INFORMATION & DISCLOSURES

ACADEMIC PROGRAM INFORMATION

Agencies and government bodies that approve the institution:

National Accrediting Commission of Career Arts & Sciences (NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
1-703-600-7600

Utah Division of Occupational & Professional Licensing
1st Floor Lobby
160 East 300 South
Salt Lake City, Utah 84111
1-801-530-6628

All licenses and may be viewed in the administration office.

FACILITIES & SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES

Cameo does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability (physical & intellectual), sexual orientation, or national origin. The director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. Reasonable accommodations may be requested.

Any qualified individual with a disability requesting an accommodation, refer to the following procedure:

COPYRIGHT INFRINGEMENT POLICY

Unauthorized distribution of copyrighted materials using the school's information technology system, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities.

All information provided by Cameo College, its personnel, or representatives must have written approval prior to sharing of any means.

A summary of the penalties for violation of federal copyright laws can be found at <http://www.copyright.gov/title17/92chap5.html>.

VACCINATION POLICY

Cameo does not require any vaccinations.

SEXUAL HARASSMENT POLICY

Cameo has zero tolerance for activities that create a safety hazard to others. These such activities include, but are not limited to, sexual harassment, verbal abuse, bullying, or violence.

VOTER REGISTRATION

You can register to vote by one of the follow methods:

Online at <http://elections.utah.gov>

Download a paper form at <http://elections.utah.gov>

The White Pages phone book (The "blue" government section)

In-Person at the county clerk's office

Financial aid office

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The following procedure will be used to notify students and staff of a dangerous situation on the school campus. Every staff member has received training on how to handle a pending emergency.

Code 1 = is a lock down situation, students and staff are to remain calm and not leave the building.

Code 2 = indicates the need to evacuate the building.

Every staff member will make sure all students follow instructions. Any staff member can initiate the alert. The School Director/or person in authority will notify the police of the situation.

Evacuation routes are posted throughout the facility.

EMERGENCY TIMELY WARNING

The School Director or person in charge will be responsible to send out a timely warning to the staff and student body via email, text, or social media.

FIRE SAFETY REPORT

Not applicable due to no on-campus housing.

FIRE LOG

Not applicable due to no on-campus housing.

CRIME LOG

Not applicable due to no on-campus housing.

MISSING PERSON NOTIFICATION

Not applicable due to no on-campus housing.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Every student has the right to inspect and review their admissions, academic, and financial aid records. The student is to submit a signed and dated written request to the administration office identifying the records they wish to inspect. The schools administration will make arrangements with the student to determine the date and time the records to be inspected. Students must be able to review records within 45 days of request.

Any student who wishes to have any records amended, is to submit a signed and dated written request to the administration office clearly identifying the part of the record the student wants changed, and specify purpose of change. The school will make a determination and notify the student in writing.

FERPA authorizes disclosure without consent to:

- School official who has legitimate education interest
- Contracted party with the school (Attorney, auditor, etc)
- Parent of eligible student (dependant on tax return)
- Government agencies
- Certain court orders or subpoenas

The school does not release any information to parties seeking directory information.

The student has the right to file a complaint with the U.S. Department of Education if they feel the school failed to comply with the requirements under FERPA.

- Family Policy Compliance Office
- U.S. Department of Education
- 400 Maryland Avenue, SW
- Washington, DC 20202

TRANSFER OF CREDIT

Cameo College of Essential Beauty is accredited by National Accrediting Commission of Career Art & Sciences and is licensed by Utah Division of Occupational and Professional Licensing.

A student who wishes to transfer to the school must submit transcripts prior to enrollment. These transcripts will be reviewed by the school director. Student will be notified if all or part of the credits will be accepted and may be subject to theory and/or practical evaluations.

Some or all of the credits and hours earned/completed at Cameo College of Essential Beauty may not be accepted by other institutions for various reasons, including differences between accrediting agencies and the licensing divisions.

STUDENT RIGHT TO KNOW ACT

NACCAS 2010 Annual Report Outcome Rates

Completion Rate: 80%
Licensure Rate: 100%
Placement Rate: 82%

Integrated Postsecondary Education Data System (IPED's) Outcome Rates

Graduation Rate: 84%
Retention Rate: 85%
Transfer Out Rate: 2%

PLACEMENT IN EMPLOYMENT

The school does not guarantee any employment; however will assist in placement by providing assistance in resume completion, letter writing, professional appearance guidelines, job referral and follow-up, assisting students in making contacts with salons, and by posting job bulletins on school website.

There are many career opportunities available within the beauty industry. These would include, but are not limited to Hairstylist, Barber, Platform Artist, Sales Representative, Educator, Nail Technician, Esthetician, Master Esthetician, Medical Assistant, Electrologist, Make-Up Artist, Laser Technician, and Salon/Spa Director.

WITHDRAWAL AND SETTLEMENT POLICY

Applicants not accepted by Cameo College of Essential Beauty will be refunded all monies paid.

If a student (or in the case a student is under legal age his/her parent or guardian) cancels his/her enrollment and demands monies paid in writing within three business days of signing enrollment agreement all monies paid by student will be refunded. Date will be determined by postmark of written notification or date received by school administrator in person. This policy applies whether student has actually started training or not.

If student cancels his/her enrollment after three business days after signing enrollment agreement, but prior to entering classes he/she is entitled to all monies paid less enrollment fee (\$50.00). A student notifies the school of his/her withdrawal or is expelled.

Refunds or charges are incurred once a student begins classes at the schedule below.

PERCENT ENROLLMENT VERSUS PERCENT OF COURSE LENGTH	TOTAL TUITION DUE
0.1% - 4.9%	20%
5 % - 9.9%	30%
10 % - 14.9%	40%
15 % - 24.9%	45%
25 % - 49.9%	70%

50 % - and over 100%

Enrollment time is defined by students actual start date and date of last physical attendance in school regardless of total hours attended. Course length is defined by student start date and expected completion dated as specified herein. Any monies owed to student (parent/guardian) shall be refunded within 45 days of termination or 30 days from last day of attendance. In the case of a leave of absence, refunds will be given according to date of return.

Student will be terminated within 14 days of last physical date of attendance unless prior written arrangements have been made and approved or the student notifies the school in writing. Any refunds due will be received by student (parent/guardian) within 45 days of formal termination date. Students who are terminated may be eligible for re-entry after 30 days. A \$100.00 re-entrance will be charged.

Formal date of termination is indicated by postmark on written notification or date said information is delivered to school administrator/owner in person

A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. Refunds will be sent to student 45 days after formal termination. REFUNDS ARE CALCULATED ACCORDING TO STUDENTS LAST DAY OF PHYSICAL ATTENDANCE, NOT DAY OF FORMAL TERMINATION. CHARGES ARE ALSO CALCULATED ACCORDING TO LAST DATE OF PHYSICAL ATTENDANCE, NOT DATE OF FORMAL TERMINATION.

Any discount or scholarship applied to tuition will be forfeited if student terminates failing to complete said course. Refund/Charges will be calculated according to original tuition and fees.

If the school is permanently closed, no longer offering instruction after the student has enrolled, the student shall be entitled to a pro-rated refund of tuition. If the course is canceled subsequent to a students' enrollment, the school shall at its option either;

- A. Provide full refund of all monies paid or
- B. Provide a completion of the course.

Student/guardian is responsible for school debt and agrees to pay unpaid balance on or before course completion unless other written arrangements are made.

In the event account is not paid as agreed, student agrees to pay a collection agency and attorneys fees.

If school is closed unexpectedly due to extenuating circumstances, all students will be notified by telephone.

RETURN TO TITLE IV

The school is required to calculate how much federal aid may be retained or disbursed for a student who withdraws from school. This calculation is referred to as “Return to Title IV”(R2T4). The calculation of Title IV funds earned by the student has no relationship to the student’s tuition and fees that may be owed to the school. The school has 45 days from the date the school determines the student withdrew to return all unearned funds for which it is responsible.

DRUG & ALCOHOL-FREE SCHOOL & WORKPLACE PROGRAM

Purpose

Cameo College is committed to providing a school & workplace environment, which ensures the safety and encourages the personal health and productivity of its employees and students. Cameo College recognizes that substance abuse is a threat to the safety, health and job performance of its employees & students. Cameo College, as well as our clients, expects the highest standards of our employees and students and we will strive to meet and exceed their expectations. The goal of this policy is to balance Cameo College’s respect for individuals, with the need to maintain a safe, productive, alcohol and drug-free environment. Cameo College has established this policy to detect and remove abusers of alcohol and Controlled Substances from the workplace and school environment.

The purpose of this policy is to convey to employees and students Cameo College’s policy on alcohol and drug use in the workplace. These policies and procedures are not intended to create or alter any existing contract, written or verbal, between Cameo College, and its employees, contractors, job applicants, students or student applicants. This policy does not change the at will employment status of employees.

Cameo College is required to provide information to its students, faculty, and employees to prevent drug and alcohol abuse. The school is required to review its program once every two years to determine its effectiveness and to ensure that its sanctions are being enforced. This material must be distributed annually and must be distributed to any new students and employees after initial distribution for the year.

For descriptions of health risks, please visit: www.health.utha.gov, www.drugabuse.gov, or www.dsamh.utah.gov.

For descriptions of applicable legal sanctions under state, local, and federal law, please visit: www.utah.gov or www.utcourts.utah.gov.

Scope

This policy applies to all departments, all employees, all job applicants, all students and all student applicants. The term employee includes contacted employees. As a condition of employment, employees are required to abide by this policy. As a condition of enrollment, students are required to abide by this policy.

Prohibited Activities

It is therefore, the policy of Cameo College that the following activities are strictly prohibited during working/school hours by all employees and students and that illegal use of drugs is prohibited at any time.

It is against company policy:

1. For an employee to work or student to attend class with the presence of a Controlled Substance or Alcohol in your body (as determined by a drug or alcohol test), including their presence as a drug metabolite, unless legally prescribed to her or him.
2. For an employee or student to sell, use, purchase, manufacture or be in possession of an illegal Controlled Substance or drug paraphernalia, while on Cameo College time, conducting Cameo College business, on Cameo College property, attending class or while not on Cameo College time, business or property.
3. For an employee or student to sell, use, purchase, manufacture or be in possession of Controlled Substances, including prescription medications which are controlled substances, on Cameo College time, business, property or while attending class, unless the prescription medication is legally prescribes to the employee.
4. For an employee or student to operate any equipment while under the influence of any drug, including prescription or over the counter medications, which render the employee incapable of safely and adequately using the equipment or performing any other job duties.
5. For an employee or student to use alcohol, while on Cameo College time or on Cameo College business, or to report to work or attend class under the influence of alcohol . An employee is considered to be in violation of this policy when he or she is working or attending class and has a breath, blood or urine alcohol result greater than or equal to .04%.
6. To consume any alcoholic beverage or alcohol containing liquid within four hours of a scheduled work or class period.
7. For an employee or student to refuse to submit a specimen for controlled substances or alcohol testing when requested by the Company under this policy or for an employee or student to obstruct or not fully cooperate with specimen collection or testing procedures.
8. For an employee or student to have a verified positive drug test.
9. For an employee or student to tamper with substitute or adulterate any specimen collected for drug or alcohol testing. Any sample reported by the laboratory as Substituted or Adulterated will be considered a “refusal to test” or a refusal to submit a valid sample.
10. For Cameo College Supervisors to allow an employee to work or student to attend class, if they have actual knowledge, that an employee or student has violated this policy.

Actions Required Of Employees or Students

If an employee or student suspects that she/he has a substance abuse problem, the employee or student is expected to contact a counselor acceptable to Cameo College. Any employee or student who voluntarily seeks assistance or rehabilitation for drug or alcohol misuse prior to being subject to testing under this policy shall not be subject to testing under this policy shall not be subject to disciplinary action for violation of the Policy, as long as the employee continues to participate satisfactorily in the counseling or rehabilitation program. The employee/student must obtain a work release from the counselor or treatment provider before returning to work.

Any investigation by law enforcement or conviction for Controlled Substance or Alcohol activity may be cause for dismissal from employment or school. Failure to report any conviction for illegal drug use or alcohol misuse to Cameo College may result in immediate termination from employment or school attendance.

The use of prescription or over the counter medications that may impair an employee or student's ability to safely or adequately perform his/her duties must be reported to the employee's/student's supervisor. Some medication use may require reassignment or temporary leave of absence without pay. Employees and students must take all medication as directed on the medication label and must heed any warnings listed on the medication's label.

Disciplinary Action

A prospective employee/application who has a positive test or "refusal to test" will not be further considered for employment.

An Employee who violates this Cameo College policy will be immediately removed from duty and subject to disciplinary action up to and including termination.

A prospective student/application who has a positive test or "refusal to test" will not be further considered for enrollment to Cameo College.

Any current student who has a positive test will be required to reimburse Cameo College for the cost of the test.

Students who violate this policy will be put on permanent probation and are subject to monthly follow-up drug and/or alcohol tests, at the students expense.

A student's First Violation will result in immediate removal from class attendance, until the student can pass a "return to duty drug" and/or alcohol test, at student's expense.

A student's Second Violation will result in immediate termination from Cameo College. A student may apply for re-entry to school after they have been evaluated by a substance abuse counselor acceptable to Cameo College and can obtain a written release from the counselor or treatment provider. The release must document the student's compliance and participation with all counseling or treatments recommended by the substance abuse counselor. The student must then pass a return to duty drug and/or alcohol test at students expense.

A student's Third Violation will result in immediate termination from school and he/she will not be eligible for re-entry.

Employees and students who violate this policy by illegally selling, manufacturing or distributing controlled substances or alcohol will be terminated from employment or enrollment.

Any student who is convicted of the unlawful manufacture, distribution, dispensation, possession, use, or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. The exact penalty assessed depends on the nature and the severity of the individual offense.

In compliance with federal regulations for a drug-free workplace for students and employees, students convicted for any offense, during a period of enrollment for which the student was receiving Title IV funds, under any federal or state law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

Drug Testing Circumstances

Pre-employment procedures: Prospective employees or students may be asked to submit to a drug test at Cameo College's designated collection facility as part of a potential job offer or as part of the acceptance/enrollment process.

Employment or acceptance/enrollment at Cameo College will be offered to those who successfully pass the pre-employment drug test. Refusal to consent to a pre-employment drug test, or Positive, Adulterated or Substituted test results will terminate any action towards permanent employment or enrollment as a student.

Post-Accident Tests: Cameo College will require Drug &/or Alcohol testing of any employee or student involved in an on-the-job accident/injury where the following occurs:

A fatality,

An injury to an employee, student, client or other individual that requires medical attention away from the workplace or accident scene, or Damage to Company property that exceeds \$500.00

Post-accident testing is required of any individual whose actions or inaction could have reasonably contributed to the cause of the accident.

Reasonable Suspicion: Reasonable suspicion Drug &/or Alcohol testing will be done in cases where there is a reasonable belief by a supervisor, that an employee or student may be using a Controlled Substance, using alcohol while at work, or reporting to work under the influence of Alcohol or a Controlled Substance, using prescription drugs illegally or any other violation of company policy. Reasonable suspicion or For-Cause tests will be required when there is any of the following:

1. Observable phenomena (actual use, possession, odors, etc)
2. Abnormal behavior or physical characteristics; or
3. A drug-related investigation, arrest or conviction or an investigation of theft.

Random Testing: Unannounced random Drug &/or Alcohol testing may be conducted on all employees or students and will be administrated by a third-party administrator. Selection for random testing will be computer generated. All employees/students will have an equal chance of selection in each selection period.

Unit or Blanket Testing: Drug & or Alcohol testing of all Company employees/students or all employees/students in one location or job category may be conducted at the discretion of Cameo College.

Return to Duty Testing: The first Drug &/or Alcohol test after a policy violation, evaluation by a counselor, acceptable to Cameo College, and after the counselor has determined that the employee has successfully complied with prescribed education and/or treatment. The test result must be negative before he/she can return to duty or attend class.

Follow-Up Testing: After a violation of this policy and return to duty, an employee or student is subject to unannounced Drug &/or Alcohol testing, the schedule of follow-up testing will be determined by the EAP/counselor or Cameo College.

Definitions

“Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

“Alcohol Use” means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

“Alcohol Testing” means to be tested by a certified breath-alcohol technician, using a DOT approved breath testing device or a DOT approved initial screening device. Blood and urine alcohol testing may also be used at the discretion of the employer.

“Controlled Substance or Drug” means any prescribed drug or controlled substance including those assigned by 21 U.S.C. 802 and includes all substances listed on Schedule 1, through Schedule V., as they may be revised from time-to-time (21 CFR 1308), including but not limited to:

Marijuana	Benzodiazepines	Narcotics
Cocaine	Barbiturates	Phencyclidine (PCP)
Amphetamines	Opiates	Other Hallucinogens

“Drug Testing” or *“Drug Test”* means the scientific analysis for the presence of drugs or their metabolites in specimens from the human body. Analysis will include separate screening and confirmation tests.

“Employee” means any person or officer in the service of the employer for compensation.

“Prospective Employee” means any person who has made a written or oral application to become an employee of the Company.

“Reasonable Suspicion” or “For-Cause Testing” means an articulated belief, based on recorded specific facts and observations, and reasonable inference drawn from those facts and observations, that an employee or student is in violation of this policy.

“Sample” or “Specimen” means any sample of urine, blood, breath, saliva or hair used for drug or alcohol testing.

“On Duty” means all working hours including meal or break periods, regardless of whether the employee is on the Company premises, and at any time the employee represent the Company in any capacity, including operating company equipment or vehicles.

“Medical Review Officer (MRO)” means a licensed physician with knowledge of drug abuse disorders that is used by the Company to determine and verify if a legitimate or medical explanation exists for a positive, adulterated, substituted or invalid drug test result.

“Use” means to consume, sell, purchase, manufacture, distribute, be under the influence of, report to work under the influence of, or be in possession of drugs or alcohol. The term *use* shall also include the presence of drugs or alcohol in the body of an employee, including the presence as a metabolite, the use of a prescription drug without a valid prescription from a health care provider and not using a prescription drug as prescribed by the authorizing health care provider.

“Positive Drug Test” means the drug test levels on both the screening test and the confirmation test are at or above the level recognized as positive by the U.S Department of Health and Human Services, in it’s Mandatory Guidelines for Federal Workplace Drug Testing Programs, or the standard cutoff levels set by the laboratory; and the MRO has verified the test results as positive.

“Positive Alcohol Test” means test levels on both the initial test and the confirmation test are .04 percent or greater (.04 gm/210 liters of air or .04 gm/deciliter of blood or .04 mg/ml of urine)

“Adulterated” means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

“Substituted” means a specimen with creatinine and specific gravity values that are so diminished or divergent that they are not consistent with human urine.

“ Actual knowledge ” means knowledge by a supervisor that an employee/student has used alcohol or controlled substances based on the supervisor’s direct observation of the individual, or an individual’s admission of alcohol or controlled substance use. Direct observation as used in this definition means observation of alcohol or drug use and does not include observation of behavior or physical characteristics sufficient to warrant a reasonable suspicion test.

Medical Review Officer (MRO)

In the case of a “Positive, Adulterated, Substituted, or Invalid” test result, the employee/student or prospective employee/student shall be so advised by the MRO, by telephone, on a confidential

basis, prior to the reporting of the results to the designated Cameo College officials(s). The employee/student shall have the right to discuss and explain the results, including the right to advise the MRO of any medication prescribed by his/her physician, which may have affected the results of the test. The MRO shall also review the chain-of-custody documentation to ensure compliance with normal chain-of-custody procedures.

The MRO can report a non-negative test to Cameo College, without interviewing the individual if:

- A. An individual has expressly declined the opportunity to discuss the test result with the MRO.
- B. Cameo College has successfully made and documented a contact with the individual and instructed the employee/student to contact the MRO and more than 72 hours have passed since the time the Company contacted the individual.
- C. If neither the Company nor the MRO, after making and documenting all reasonable efforts, has been able to contact the employee/student within 10 days of the date on which the MRO receives the confirmed test result from the laboratory.

Contesting a Test Result

If an employee, student or applicant believes the laboratory analysis is in error, he/she will have 72 hours to request the re-analysis of the original urine specimen that was verified as positive, adulterated or substituted. Re-analysis will be on the original specimen only and must be performed by a SAMHSA-certified laboratory. The cost of re-analysis is at employee/student expense. If the secondary laboratory does not detect the same controlled substance, the individual will be reimbursed the cost of re-analysis is at employee/student expense. If the secondary laboratory does not detect the same controlled substance, the individual will be reimbursed the cost of re-analysis.

An employees who has test result other than negative shall have the right to request in writing, from the employer, a copy of the laboratory report.

Specimen Collection Procedures

All specimens collected will be done in conformity with Company policy and shall be conducted in accordance with the requirements of Title 34, Chapter 38 of the Utah Code Annotated.

Urine and breath alcohol samples will be collected by individuals trained to follow DOT's collection procedures and in accordance with specific laboratory collection procedures not covered by DOT procedures.

All drug test, alcohol tests and sample collection procedures shall be performed under reasonable and sanitary conditions and in such a manner as to respect the privacy of the individual being tested, as well as prevent tampering or misidentification of the sample.

A sample, which the specimen collector believes could reasonable have been tampered with require the immediate "observed" recollection of another sample.

Dilute Specimen Procedures

Specimens which the laboratory reports as “dilute,” specific gravity less than 1.003, & creatinine level less than 20 mg/dL may be considered invalid. The employee/student may be required to give second specimen.

If the second specimen is provided or a medical reason is found for producing a dilute specimen.

Confidentiality

All Drug & Alcohol test results will remain confidential to the extent required or allowed by law. Cameo College management will determine which persons within the company, or agents of Cameo College, have a need to know individual test results.

Test and other records will be maintained in a secure manner so that disclosure of confidential &/or medical information to unauthorized persons does not occur.

INFORMATION FOR CRIME VICTIMS REGARDING DISCIPLINARY PROCEEDINGS

Upon written request, the school must disclose to the alleged victim of any crime of violence or non-forcible sex offense, the result of any disciplinary proceeding conducted by the school against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

CAMPUS SECURITY REPORT

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all students, employees, and applicants for enrollment or employment.

This report is distributed annually in September to all current and prospective students and employees. All data in this report is information from the Murray City Police Department. In addition, the report is provided to all individuals during enrollment or employment orientation that is conducted with each start class or upon hiring of a new employee. At that time, students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes. Any individual can request a copy of this report at any time.

The school encourages all students and employees to be responsible for their own security and the security of others. The school does not employ campus security officials. Therefore, the security of the campus is the direct responsibility of each employee and administrator. No such individuals have the authority to make arrests. All individuals are requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration at the administration office. All individuals are encouraged to promptly report all crimes to appropriate police agencies. The campus administration will report all known criminal offenses to the local law enforcement authorities. The school has no policy or procedure regarding confidential crime reporting in relation to crime statistics reporting. Any off campus events are supervised by campus employees. Therefore, the school will monitor and report

criminal activity at such events to local law enforcement authorities. No student will have access to the campus facility, other than the parking area, at any time unless supervised by a staff member.

Everyone should remember that personal safety begins with you. The following should be considered:

When walking on campus, be aware of who and what is around you. Try not to walk alone.

Do not carry large amounts of cash.

Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables which are visible.

Do not leave books or personal property unattended in the classroom.

The following criminal offenses occurred on campus during the calendar year 2010 and the 2 previous years.

(Campus is defined as “any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose.” There are no buildings or properties owned or controlled by the school’s student organizations which are recognized by this institution.)

ON CAMPUS

TYPE OF CRIMINAL OFFENSE	# OF OCCURRENCES			# OF ARRESTS		
	2008	2009	2010	2008	2009	2010
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0
Sex Offenses - Non Forcible - Incest	0	0	0	0	0	0
Sex Offenses - Non Forcible - Statutory Rape	0	0	0	0	0	0
Robbery	0	3	3	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	2	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

In an effort to reduce crime, all employees and students are provided with handouts and procedures geared toward personal protection and the prevention of crime during the orientation process. In addition, periodically, local law enforcement official and guest speakers are invited to the staff and students about crime prevention methods.

Drug and Alcohol is prohibited at all times at the school. This is defined as unlawful manufacture, distribution, possession or use of a controlled substance, including alcohol.

A copy of the Drug and Alcohol-Free School & Workplace Program Policy is provided to all individuals during enrollment or employment orientation.

Off-campus services regarding Drug and Alcohol abuse information and treatment, counseling, and mental health include:

- University of Utah Neuropsychiatric Institute: 1-800-446-2673
- The National Institute on Drug Abuse Hotline: 1-800-662-HELP
- The National Institute on Drug Abuse Workplace Helpline: 1-800-843-4971
- The National Clearinghouse for Alcohol and Drug Information: 1-301-468-2600
- Department of Education Regional Centers Drug-Free Schools and Communities (Southwest Region): 1-405-325-1454

In the event a sex offense should occur on campus, the accuser has the option to and should take the following steps:

- 1) Report the offense to school administration in the administration office.
- 2) Preserve any evidence as may be necessary to prove criminal sexual assault.
- 3) Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
- 4) Report the crime to local law enforcement agencies.
- 5) Request a change in the academic situation if desired.
- 6) Contact an appropriate agency in the community for counseling or other services that may be needed.

On campus disciplinary action in cases of alleged sexual assault will be based on the findings by the law enforcement agency investigation, the facts pertaining to the crime, and other related mitigating circumstances, provided that:

- a) the accuser and the accused may have others present during the campus disciplinary proceedings;
- b) both the accuser and the accused shall be informed of the outcome of such disciplinary proceedings.

Possible sanctions the school may impose following a final determination regarding rape, acquaintance rape or other forcible or nonforcible sex offense vary depending upon the final determination and could include termination.

To find a list of registered sex offenders who might be present on campus visit www.RegisteredOffendersList.org.

STATE GRANT ASSISTANCE

The school will certify enrollment for Utah Department of Workforce Services <http://jobs.utah.gov/> and Utah State Office of Rehabilitation <http://www.usor.utah.gov/>. The school is not aware of other state grants.

STUDENT FINANCIAL AID INFORMATION

The school participates in Title IV funding (Pell Grant and Stafford Loan) and will certify Veterans, State, and private funding sources.

A Free Application for Federal Student Aid (FAFSA) is required to determine eligibility of Title IV funds. Apply online at www.fafsa.ed.gov. Said school will provide a paper copy upon request.

Eligibility is determined with the following criteria:

Pell Grant and Subsidized Stafford Loan Calculation:

COA (Cost of Attendance) - EFC (Expected Family Contribution) = Need Eligibility

Unsubsidized Stafford Loan Calculation:

COA - EFA (Expected Financial Assistance/all other aid) = Non-Need Eligibility

COA = includes the following items: tuition and fees, room and board, transportation, and misc./personal.

All students who borrow a Stafford Loan must complete Direct Loan Entrance Counseling before funds will be originated and disbursed.

Exit Counseling must be completed by all students who are graduating or withdrawing from the school. If a student is unavailable to complete at the school, a packet will be mailed to the student for completion.

PREFERRED LENDER LIST/ARRANGEMENTS

Private educational/institutional loans are not offered by the school nor does the school have preferred lender arrangements.

PRIVATE EDUCATION LOAN DISCLOSURES

Private educational/institutional loans are not offered by the school nor does the school have preferred lender arrangements.

SELF-CERTIFICATION FORM

All students who seek a private educational loan must complete a self-certification form as required under the Truth in Lending Act.

ENTRANCE & EXIT COUNSELING FOR STUDENT LOAN BORROWERS

All students who borrow a Direct Stafford Loan while attending the school must complete Entrance Counseling before funds will be certified. The counseling will provide information on:

The effect of the loan on the borrower for other forms of aid.

An explanation of the use of the Master Promissory Note.

The seriousness and importance of the students repayment obligations.

Information on the accrual and capitalization of interest.

Borrowers of Unsubsidized loans have the option of paying interest while in school.

The obligation of borrower to repay the full amount of the loan regardless if the borrower completes the program or is unable to obtain employment upon completion.

Consequences of default.

Information about NSLDS and how the borrower can access their records.

Contact information if borrower has questions about the loan.

Exit Counseling must be completed by all students who are graduating or withdrawing from the school. If a student is unavailable to complete at the school, a packet will be mailed to the student

for completion. The counseling will provide information on:

Average anticipated monthly repayment amount.

Repayment plan options.

Debt management strategies

Terms and conditions for deferment or forbearance.

Consequences of default.

Options and consequences of loan consolidation.

Tax benefits available to borrower.

The Student Loan Ombudsman's office is available at 1-877-557-2575 for borrowers to resolve student loan issues.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

All Direct Stafford Loans will be submitted to the NSLDS, and will be accessible by guaranty agencies, lenders, and schools determined to be authorized user of the data system. The borrowers loan history can be reviewed at www.nslsds.ed.gov or by calling 1-800-4-FED-AID

CODE OF CONDUCT FOR EDUCATIONAL LOANS

The Higher Education Opportunity Act (HEOA) requires that all educational institutions develop and follow in accordance with a code of conduct that prohibits conflicts of interest for financial aid personnel.

Any representative, officer employee, or agent of the school who is in any way responsible for student educational loans must comply with this code of conduct. The following provisions are meant to improve overall operations of the school's financial aid office.

Neither Cameo College of Essential Beauty, as an institution nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with a lender. Such an arrangement is defined as one between Cameo College of Essential Beauty and a lender under which the lender provides or issues loans to students attending Cameo College of Essential Beauty (or to the families/friends of such students), and Cameo College of Essential Beauty recommends the lender or the loan products of the lender. In exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to Cameo College of Essential Beauty or its agent.

An officer, agent, or employee of Cameo College of Essential Beauty who is employed in the financial aid office or who has responsibilities with respect to educational loans, shall not accept from any lender or affiliate of arrangement or other contract to provide services to a lender relating to educational loans.

No Officer, agent, or employee of Cameo College of Essential Beauty (or any of their family members or friends) who is employed in the financial aid office or who otherwise has responsibilities with respect to educational loans, shall solicit or accept any gift from a lender, guarantor, or servicer of educational loans. Nor can the friends of an officer, agent, or employee of Cameo College of Essential Beauty accept any such gifts. A "gift" refers to any gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value.

Cameo College of Essential Beauty shall not: a) for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or b) refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

Cameo College of Essential Beauty shall not request or accept from any lender any offer or funds or be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with: a) a specified number of private education loans (non-Title IV loans) or loans made, insured, or guaranteed under Title IV; b) a specified loan volume of such loans; or c) a preferred lender arrangement for such loans.

Cameo College of Essential Beauty shall not request or accept any assistance with call center staffing or financial aid office staffing from any lender.

Any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

STUDENT BODY DIVERSITY

The 2009/2010 Award Year (July 1, 2009 through June 30, 2010), the following is full time students who received Pell Grant in the following category:

American Indian/Alaska Native	1
Asian	3
Black/African American	4
Hispanic of any race	5
White	39
Male	4
Female	48

COLLEGE NAVIGATOR

The U.S. Department of Education is required to post additional consumer information for Cameo College of Essential Beauty on the National Center for Education Statistics College Navigator website located at www.nces.ed.gov/collegenavigator.

FACULTY AND INSTRUCTIONAL PERSONNEL

Brenda Scharman	Owner	brenda@cameocollege.com
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Kelsey Kinney	Accounting	kelsey@cameocollege.com
Barbara Brewster	Financial Aid Advisor	barbara@cameocollege.com

Jessica Kimball	Event Coordinator	jessica@cameocollege.com
Alecia Hotz	Student Services	alecia@cameocollege.com
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Natalie Rasmussen	Retail Store Attendant	nrasmussen@cameocollege.com
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Danielle Rodriguez	Esthetics Instructor	danielle@cameocollege.com
Pam Shields	Esthetics Instructor	pam@cameocollege.com
Megan Flickinger	Electrolysis/Esthetics Instructor	mflickinger@cameocollege.com